

EQUIPMENT REQUEST FORM

Date of Request: _____

Student Name: _____

Project Title: _____

Date of Check-OUT: _____ **Date of Check-IN:** _____

Project Class: _____

Supervising Instructor Approval: _____

EQUIPMENT CHECK-OUT/CHECK-IN POLICIES & PROCEDURES

Students MUST make and keep their scheduled appointments with Department Staff.

Equipment reserved during the week is subject to the availability and needs of the Department's ongoing courses.

ALL PAPERWORK (Equipment Request, Approved Exception Request, if applicable, Call Sheet and Check OUT/Check IN Checklist) MUST be on file with the Department before any equipment will leave the premises.

ALL PAPERWORK MUST be completed accurately and timely, including contact, location, and shooting schedule information for all activities for which the equipment will be used.

Department equipment MAY NOT be used by the Student, for projects of a private, for profit, purpose. Equipment is to be used specifically for work related directly to current course assignments and projects.

Students must give themselves ample time for the procedures involved in picking up and returning equipment. (The process is in no way analogous to renting and/or returning rental videos. It is a professional procedure that demands professional behavior.)

Students are allotted certain equipment for certain courses or projects. All equipment is not available to all students. Availability is determined by the course related to the associated project/assignment and/or student course history and/or performance.

NOTES: (for STAFF use only)

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ALL Equipment must be treated in a professional and secure manner. EQUIPMENT MAY NOT BE LEFT IN VEHICLES FOR STORAGE PURPOSES FOR ANY LENGTH OF TIME. No matter how cumbersome the process of moving equipment to and from a vehicle may be, ALL EQUIPMENT MUST BE STORED INDOORS.

The Check-OUT and Check-IN process requires the following of EVERY Student:

ALL STUDENTS MUST check EVERY piece of equipment to be borrowed and verify its functionality in the presence of Department Staff.

STUDENTS MUST INITIAL that EVERY piece of equipment is in full working condition as it leaves the department during Check-OUT and upon return, verify and initial its functionality during Check-IN.

VIOLATIONS OF ANY PROCEDURE, FAILURE TO MEET A CHECK-IN/CHECK-OUT APPOINTMENT or ABUSE OR LOSS OF EQUIPMENT, WILL RESULT IN DIMINISHED EQUIPMENT PRIVILEGES, GRADE PENALTY AND FINANCIAL LIABILITY.

I have read and agree to abide by the above stated procedures and policies, and accept personal responsibility for the equipment I request below for use in conjunction with a pre-approved, current course related, assignment/project.

Student Signature

Date

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